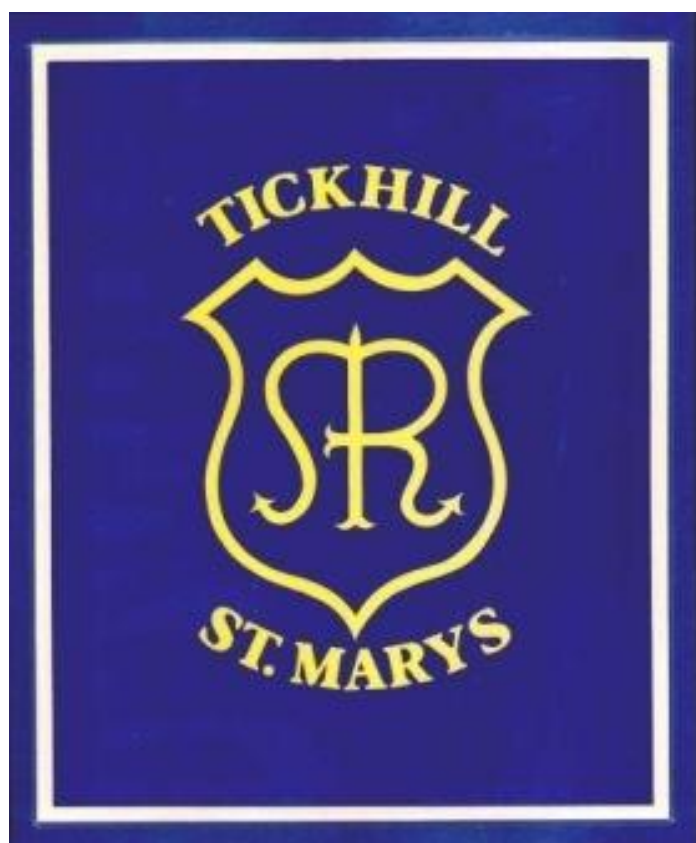


# St Mary's C.E. Primary and Nursery School



## Admissions Policy

*Growing together, learning together*

### **Monitoring and Review**

It is the responsibility of our governing body to agree and monitor our policies. The Curriculum and Standards Team has this responsibility, though the day to day management of it is devolved to the Head Teacher.

As with all our policies, this was developed following a period of practice and consultation before being presented for Governors' consideration.

*Mrs R Kendrew-Jones*

### **Mission Statement**

*'Here at St Mary's Church of England Primary School, through our Christian values, we aspire to nurture and educate the whole child: caring for their well-being, celebrating their individual talents and abilities whilst encouraging them to become lifelong learners. It is our aim that children, parents and school staff should work together towards this end.'*

### **Equal Opportunities**

At Tickhill St Mary's School we are committed to giving all our children every opportunity to achieve the highest of standards. We acknowledge the right of every individual to be treated fairly and with respect regardless of appearance, age, race, gender identity, background, creed, attainment, ability or sexual orientation. We aim to fulfil this ideal through our policies and practice.

### **Christian Ethos**

Tickhill St Mary's School is a Church of England School and, as such, we ensure that the Christian ethos is central to all our policies and practice.

### **Safeguarding Statement**

St Mary's Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

## **DIOCESE OF SHEFFIELD**

### **Admission Policy for Tickhill St Mary's CE Aided Primary School 2027/2028**

#### **Introduction**

Tickhill St Mary's CE Aided Primary and Nursery School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Doncaster Local Authority.

The school provides a distinctively Christian education for children aged 3 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

St Mary's C.E. Primary and Nursery School  
Admissions Policy

Tickhill St Mary's is a Voluntary Aided Primary School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the rest of this booklet.

The admission number for 2027/28 is 30 and children will be admitted during the Autumn term following their 4<sup>th</sup> birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5<sup>th</sup> birthday – compulsory school age

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

### *Making an Application*

1. Applications are made on the **Common Application Form** on-line on the Admissions section of the local authority website
2. To support your application to Tickhill St Mary's CE Aided Primary and Nursery School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15th January 2027 along with the **Supplementary Information Form** (if applicable) – written confirmation should be obtained from the local authority that applications have been received (this will usually be by email)

### *Criteria for Admission*

- Children who have an Education Health and Care Plan and the school is named as the most appropriate education setting for the child will be admitted

### *Oversubscription Criteria*

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in care/Looked after children and children who were previously in care/looked after (see definition 5 page3)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in Tickhill and Stainton and regularly (see definition 3) attend the churches of St Mary's or St Winifrid
5. Children who reside in Tickhill or Stainton and regularly attend the churches of St Mary or St Winifrid

St Mary's C.E. Primary and Nursery School  
Admissions Policy

6. Children of parents /carers who reside in Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4 )
7. Children who reside in Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children of staff in the school (See definition 6)
10. Children who are resident in Tickhill and Stainton who currently attend the nursery at Tickhill St Mary's CofE Primary & Nursery School (see definition 7)
11. Children who are resident in Tickhill and Stainton
12. Children who reside outside Tickhill and Stainton who currently attend the nursery at Tickhill St Mary's CofE Primary & Nursery School (see definition 8)
13. All other children by distance (see definition 9)

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

\* In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

#### **Tie Break**

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

#### **In Year Transfers**

Doncaster Local Authority will co-ordinate in year transfers for our school in 2026/27

#### *Definitions*

##### **Definition 1 -Brother/Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

##### **Definition 2- Parent/Carer**

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

### **Definition 3 – Regular Church Attendance**

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form

### **Definition 4 – Churches Together in England**

Please refer to the website [www.churches-together.org.uk](http://www.churches-together.org.uk) for an up to date list

### **Definition 5 – Looked after children**

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Definition 6 – Children of Staff at School**

Children of staff

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or
- b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**Definition 7 – Children who reside in Tickhill and Stainton who attend Nursery**

All children who do not fall into criteria 1 to 9 who currently attend the Nursery at Tickhill St Mary's CofE Primary & Nursery School who reside in Tickhill and Stainton

**Definition 8 – Children who reside outside Tickhill and Stainton who attend Nursery**

All children who do not fall into criteria 1 to 11 who currently attend the Nursery at Tickhill St Mary's CofE Primary & Nursery School who do not reside in Tickhill and Stainton

**Definition 8 – All Other Children**

All Children who do not fall into 1 to 12.

**Place of residence**

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child reside at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

**Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

**Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

**False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer who has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

St Mary's C.E. Primary and Nursery School  
Admissions Policy

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

**Applications outside the normal admissions round**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

**Appeals against the Governing Body's decision to refuse admission**

If a place is not offered at the school, parents/carers have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Appeal forms should be requested as per the instructions on the decision letter i.e. all appeals should be made in writing by completing the appropriate online form provided by the Admissions Team.

To request an appeal form for a Doncaster school email [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk) with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

Alternatively, parents/carers should leave the above details along with their home address on the voicemail service – 01302 737274.

A guidance document and a link to an online appeal form will be emailed to parents/carers with a form to complete and submit.